



Mt Macedon Primary School Bushfire Management Plan 2021 - 2022

Emergency Management Coordinator: Principal – Trish Hyland

Assistant Coordinators: Rebecca Bowen and Annette Irvine

OHSC Coordinator: Loretta Jordan

On days of high risk or Total Fire Ban, fire risk will be monitored via:

- CFA website: www.cfa.vic.gov.au
- Vic Emergency App
- DSE website: <http://www.dse.vic.gov.au/dse/index.htm>
- Media Unit :-03) 9637 2871
- Bushfire Information Line: 1800 240 667

Every family at Mt Macedon PS has the responsibility to create and implement their own personal Fire Plan.

In accordance with advice from the CFA, enacting this Fire Plan should take place at the earliest possible time.

On severe days, extreme fire days or days of fire activity in the local area, families should:

- **Implement their Family Fire Plan.
- **Ensure that children do not walk to or from school
- ** Ensure that the school has your current mobile number and that phone communication is always available during the fire season

Relocation Procedure

For days of forecast severe or extreme fire danger ratings, as notified by the CFA **MT MACEDON PRIMARY SCHOOL WILL RELOCATE TO ROMSEY PRIMARY SCHOOL.**

- Local Fire Danger Ratings listed in the EmCop App will be used to assess the risk of fire danger for Mt Macedon Primary School.
- Principal will contact parents via letter home and SMS MessageMedia System. This will occur AS EARLY AS POSSIBLE, to warn parents of pre-emptive closure. A final decision on closure will be made by the Regional Office staff and the principal will be notified by 1pm prior to the predicted severe/extreme day.
- Parents will be immediately notified via the MessageMedia SMS system as well as a letter home, that the school will be closed on that date and that they will need to follow the relocation plan or seek alternative arrangements for their child/children. Parents will be reminded that leaving their children home alone on these days is not advised. On the day of the relocation a notice will be posted at the front of the school and the Principal will attend in the morning to ensure that all children are absent from the school. Staff will be required to follow the relocation plan. Should a staff member wish to enact their own fire plan, the principal will support this.
- Should the severe or extreme fire rating be downgraded prior to 1pm the day before the predicted weather, parents will be notified that the school will be open, via SMS messaging and a note home.
- OSHC program will be **CLOSED** on days of Severe or Extreme FDR.

Bushfire Preparedness School Relocation Plan for Mount Macedon Primary School

Relocating School/Campus Name: Mount Macedon Primary School	Principal: Trish Hyland	Contact Number: 54261446 (Business hours) 0421118051 (Mobile) 0419597872 (School Mobile)
Relocating School Address: 641 Mount Macedon Rd Mount Macedon 3441		
Number of enrolled students: 120	Number planning to relocate: approximately 40	
Number of staff: 12	Number planning to relocate: 12	
Host School Name: Romsey Primary School	Principal: Kim Nicholls	Contact Number: 54295099
Host School Address: Station St Romsey 3434		
Distance by road from Relocating School to Host School (kms): 30.3 km		

Item	Comments
HOST SCHOOL	
The host school has classroom and outdoor space and facilities to accommodate all relocating students and staff, including those with special needs.	Romsey Primary School has two established classrooms and two double portables which will easily accommodate 100 students. There is direct access to toilets and a secure eating area. Our school will operate a different timetable to Romsey so that our children will not be in the yard at the same time as the Romsey children. This will alleviate any anxiety that our students may feel, moving from a small school environment to a much larger setting. MMPS staff will do yard duty for our children.
The following infrastructure support has been negotiated to facilitate successful relocation.	<input checked="" type="checkbox"/> Relocatable classrooms <input type="checkbox"/> Portable toilets – permanent toilets are available <input checked="" type="checkbox"/> Furnishings – one classroom will be fitted out with tables and chairs and the other end of the double portable will be left empty to allow for movement. Parents have been surveyed and at this stage we estimate that approximately 30% of the school may relocate. This will be approximately 40 children. Class teachers will each have a “relocation tub” and children’s’ books, pencils and any other requisites required will be placed in them the day before relocation so that school work can continue as normally as possible.

The relocating school has been oriented to the host school's Emergency Management Plan and response requirements for specific emergencies.	Mount Macedon Primary School has received the Romsey Primary EMP and will be familiarising themselves with it over the coming weeks.
In an emergency, and where evacuation is not possible, the host school's shelter-in-place location will accommodate the relocating students and staff.	Romsey Primary has a large gymnasium as its Shelter In Place and there is plenty of room to house the students and staff who are relocating. We will run an emergency drill with students and staff when we arrive at Romsey, to ensure that they are familiar with the process.
RELOCATING SCHOOL	
Parents/carers and school council have been consulted about the relocation.	Yes - Parents surveyed. A majority of parents have suggested that would not relocate on severe or extreme fire danger days, instead choosing to enact their own fire plans. A smaller number of parents (approximately 30%) will relocate their children to Romsey Primary School. Our survey results suggest approximately 25 families – which is 40 students.
Relocating school staff have been consulted about the relocation.	Yes - All staff will relocate at this stage. Some live in local bushfire areas and will enact their own fire plans only if they feel it is necessary.
Staff/student ratios able to be met.	Yes
Number of children requiring Outside School Hours Care.	Nil - Outside of School Hours will be closed on days of Severe , Extreme and Code Red fire danger.
Outside School Hours Care requirements have been considered. Describe what alternative arrangements will be in place.	Yes - Parents have been notified that OSHC will close. This has been approved by School Council. There are no alternative arrangements in place.
STUDENT TRANSPORT	
Indicative number of students to be transported to and from host school by parents. Indicative number of students to be transported to and from host school by bus.	Two students will be transported to or from host school by parents. These students live in Romsey. Indicative number of students to be transported to and from host school by bus is
For bus transport the following arrangements have been negotiated: <ul style="list-style-type: none"> Name of bus provider/company contracted to provide service Contact number Pick up points and times Drop off points and times, including contingency arrangements for adverse weather conditions Cost if outside of scheduled routes 	<ul style="list-style-type: none"> Organs Buses have been consulted (Brent Purcell) and agree that they can provide a bus for pick up and drop off of students at short notice. They will provide us with an up to date Out of Hours contact List as well. 54221788 Pick up point Mount Macedon Primary School – 641 Mount Macedon Road Given that Romsey Primary School is more than 60 km round trip, we have decided to bus children back each afternoon to New Gisborne and parents will pick up from there. Drop off point New Gisborne Netball Courts – corner Hamilton and Barringo Road New Gisborne. We have approached the Macedon Ranges Netball Club who have agreed to permanently provide a key to the car park and pavilion for school use on days of relocation. The pavilion

	<p>offers toilets, drinking water, shade and a large car park. A staff member will leave Romsey before the bus departs and will drive to the car park and open the gates and pavilion in preparation for the drop off.</p> <ul style="list-style-type: none"> • Pick up time 9am. Drop off time 3.30pm (pick u from Romsey PS at 3.00pm). Wet weather contingency – morning – shelter in school. Wet weather afternoon – shelter in netball pavilion.
Describe contingency transport arrangements if bus arrangements fail on the day.	<ul style="list-style-type: none"> • Organ’s Bus Lines is a large bus company that has buses based in both Gisborne and Woodend and so if a bus fails to arrive we will contact Organs to organise for another bus. • Contact other bus lines – O’Rileys Buses, which are based in Gisborne
COMMUNICATIONS	
<p>The following mechanisms are in place to communicate with relocating school parents/carers:</p> <ul style="list-style-type: none"> • at the commencement of the summer season; and • at short notice with confirmation that communications has been received 	<ul style="list-style-type: none"> • Bushfire Plan sent to all parents at the start of the fire season (October) and the start of the school year; and on school website and App. • Parents are sent a warning notice as soon as a severe or extreme day is forecast • Individual letters sent to families outlining the relocation plans clearly, the day before relocation • MessageMedia SMS System with a read receipt in place. Messages will be sent to all parents notifying them of relocation on the day prior. Parents will be asked to notify the school of their intentions for the following day. E.g. relocation or enacting Family Fire Plan/ student will not be at school • Parents who do not respond to the read receipt message are contacted via phone the day before relocation (or on the day of relocation if there is short notice) for confirmation that they have received the notification and clarification of their intentions for the relocation process/ • Notices are placed at the front of the school, notifying parents that the school will be relocating. • A staff member will be present at the school after the relocation bus has left, to ensure that no students are left behind.
Other users of the site (e.g. sporting and community groups) have been advised of the relocation and alternative arrangements made as required.	All users of the site will be given a copy of our Relocation Plan once it is approved. They are also on our MessageMedia SMS system. They will receive the same notification as parents, with a read receipt and follow up process in place.
Support services (including mobile library, SSS, school nurses, volunteers, canteen staff and crossing supervisor)	As per above. Our SMS system is updated and tested at the start of each fire season to ensure that we have all parents, staff, support

have been notified of the relocation approval and will be informed in advance of each relocation.	services, volunteers, service providers and crossing supervisor added. A message is sent out to all contacts in October and a read receipt is required, If we do not receive a read receipt then individuals will be contacted via phone to confirm that they are aware of the relocation.
OTHER CONSIDERATIONS	
For example: Financial implications If there are financial implications please itemise these costs.	<ul style="list-style-type: none"> Financial implications – cost of bus. School Council believe that this should not be the responsibility of the parents or school. Given that we will need to relocate on severe and extreme days they are concerned about the financial implications if there are several of these in a fire season. We currently pay for this cost from the Bushfire/vegetation fund. Should parents be late for pick up, we have the capacity to provide shelter and water to students whilst they wait with staff.
Other:	

In the event of fire activity (25km radius) and a Watch and Act is placed on the area, Mt Macedon Primary School will enact either of the following:

Evacuation Procedure

- School is alerted to fire activity in the local area, usually via the Vic Emergency App, which is set to alert.
 - Principal will make the decision whether everyone stays at school or evacuates. This decision will be made after seeking information from CFA, Bushfire Hotline or the Regional Office. **Mt Macedon Primary School will evacuate to Gisborne Secondary College on a "Watch and Act" advice from the CFA.**
 - Prior to days on severe or extreme fire danger ratings or if there is a fire within the local 25km radius, the principal will make early contact with Organs Bus Lines and notify them that we may need emergency buses. On the day, as soon as the Principal is aware of a fire within 25km, the bus line will be notified. Organs will then place two drivers in the local area on alert. If the decision is to evacuate, then bus companies will be contacted as below
 - **Organs Coaches (03) 5422 1788 – who will be on standby**
 - **Dysons Bus Company – (03) 54 22 1634 – (only as a bac up)**
 - **Rysons Coaches (03) 5428 4003 (only as a backup)**
 - **Sunbury Bus lines (03) 97441177 (only as a backup)**
- to transport all children and staff to **Gisborne Secondary School - Gisborne-Melton Rd Gisborne - 54283691 (School Stadium)**
- Gisborne Police, DET Emergency and Security Services Unit, DEECD, NWR Office and MT Macedon CFA will be advised of the decision to relocate to Gisborne Secondary College prior to departure.
 - An SMS text message will be sent to families alerting them of the evacuation and telling them that students can be picked up from **Gisborne Secondary College**. The text will include a reply number so that parents can notify the school that they are aware of the procedure.

- Office staff will ensure that they take the Evacuation kit (first aid, hats, sunscreen, water, family list from CASES), student medication box and school mobile phone. A sign will also be placed at the front of Mt Macedon Primary School alerting people of the evacuation.
- Teaching staff will take their rolls and mark the children on to and off the bus to ensure that all students are accounted for
- Once all children are accounted for and on buses, the Incident Controller will ensure that no one is left in the school, all doors and windows are closed and air conditioning off, then the principal will lock and vacate the school. CFA has an emergency access to keys (located at the front of the school, outside the office).
- Mt Macedon staff will remain on site at Gisborne Secondary College stadium until all Mt Macedon children have been picked up by a Parent/Guardian. Office staff will operate the phone and keep a track of parent replies using generated CASES Family List.
- **If no buses** are available a text message will be sent to parents notifying them that a Watch and Act is in place and suggesting they pick up their children from the school.
- If Emergency Evacuation notification is made by CFA or police then principal and staff will evacuate by car with all remaining students. The principal will in their discretion (and in conjunction with the CFA and police) call on additional available resources to ensure that all students and staff are evacuated quickly and safely.
- If the situation is too dangerous for transport, then the *Shelter in Place Procedure* will be activated (See below)

In the event that the school is notified via Emergency Warning that a fire is close to the school and evacuation is not possible, the school will enact its Shelter in Place Plan

Shelter in Place Fire Procedure

- Communications Officer to notify Gisborne Police, Emergency Management DET,
- An SMS text message will be sent to parents after the event notifying them that the Shelter in Place Fire Procedure was implemented.

The Principal

- will wear fire protective clothing in case he/she needs to actively fight fires
- will ensure that all external and internal doors and windows are closed, air conditioning is turned off and all students and staff are accounted for in the SIP
- the roof sprinkler system will be activated by the principal
- will liaise with onsite emergency services
- will send an SMS message sent to all parents once the all clear has been given

Office staff

- to collect student medication and first aid kit and take to **SIP** (Shelter in Place, which is the Foundation/Grade 1/2 classroom areas)
- collect school portable phone and mobile phone
- will monitor the phones and radios whilst in the **SIP** to ensure that communication is maintained as best as possible

Operations and Logistics coordinator Rebecca Bowen

- will wear protective fire clothing
- will ensure that all fire equipment (including torches, water, batteries, radio, water, mops, buckets, school portable phone and mobile phone) are in the Shelter in Place.
- will patrol the perimeters of both the rooms with buckets and mops to fight against ember attack

Grade 5/6 teacher

- Will ensure that two water filled wheelie bins filled are placed in each of the SIP classrooms.
- Will activate both sets of smoke doors

Staff

- Will turn off air conditioners and ensure all doors are closed
- All children will be moved to the Grade 1/2 and Grade Foundation classrooms, including the "fishbowl" area whilst smoke doors and external shutters are closed. Grades 5/6 to the Foundation room, Grade 3/4 to the 1/2 room and Grade 2/3 to the fishbowl
- Classroom teachers will check that children have their shoes on and drink bottles with them
- Classroom teachers will ensure that all students are accounted for by marking rolls
- Children will shelter in the "fishbowl area (space between the two classrooms) and also the classrooms where the children will be instructed to sit under the tables during immediate fire danger
- Classroom teachers will ensure that students are kept as calm and hydrated as possible
- Children will remain in this room until all clear is given by emergency services

The principal and school council will review this plan in November of each year. It will also be sent to the CFA and Vic Police for guidance and support.

Staff will review the procedures and plan at the first meeting of the school year and then again in Term 4.

All parents will receive a copy of the Bushfire Plan in the first newsletter for the year and at the start of the Fire Season. The plan will also be available on the website and app.